



Deputy Court Clerk

Jefferson County Clerk of Courts seeks a Deputy Court Clerk to join the accounting division. This position will receive, enter, and maintain records of all payments ordered by and paid to the Court, and assist in the process of maintaining, entering, and preparing of daily and monthly financial and accounting records, including payment and reminder notices. This position will have a primary focus of enforcement and collections of the financial obligations ordered by the Courts.

Typical Schedule: Monday – Friday, 8am to 4:30pm

Starting Wage: \$17.20/hour with benefits

Minimum Requirements: High school diploma or equivalent with one year related experience/training or any equivalent combination of education and experience, required. Associate's degree in related field or two years' related experience, preferred.

Application review begins February 11, 2019; applications accepted until filled. Application and position details are available at www.jeffersoncountywi.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE